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IPC - Organ. & Mgmt.

10 SEP 1969

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Office of Security Comments on Draft  
"Instruction" re Management Policy  
Governing Automatic Data Processing

25X1A

1. The draft "Instruction" concerning Agency ADP management policy dated 26 August 1969, which was provided Mr. [REDACTED] 25X1A  
[REDACTED] of this Office with a request for comments, has been reviewed by appropriate OS components.

2. This review reflects agreement with the purpose of the "Instruction" to strengthen the management of Agency information processing resources through the Information Processing Coordinators Group. Paragraphs 1 and 2 of the draft "Instruction" appear to be specific and positive procedures toward this end.

3. Paragraph 4 of the draft "Instruction" indicates that IPC Group efforts will be supplemented "as necessary" by specialists from other Agency components, presumably including this Office. We would suggest regular participation on a consultant basis by an OS computer security specialist in IPC Group meetings, in order to ensure optimal support of the Group's efforts from the standpoint of information processing security.

[REDACTED]  
Director of Security

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10 September 1969

MEMORANDUM FOR: Chief, Information Processing Staff, OPPB

SUBJECT : Draft Memorandum to the Deputy Directors Dated  
8 September 1969, Subject: "Automatic Data  
Processing --- Management"

1. I continue to be concerned that we are trying to produce a solution to a problem which we haven't defined. Before we issue a memorandum or instruction I believe we should have a good focus on the objectives we hope to achieve; what we are trying to accomplish; what problem we are trying to solve. This latest draft doesn't seem to help.

2. The subject of the draft memorandum, and the Director's memorandum of 3 September to which the draft refers, is "Automatic Data Processing --- Management." The focus of the briefing for the Director which led to the issuance of his memorandum and the need to follow it with supplemental instructions has been automatic data processing. The subject draft calls for strengthening coordination and control of "information processing and ADP." The remainder of the first paragraph seems to expand the scope well beyond the basic ADP interest. I don't believe this represents the management intent of the Agency, but if we are going to expand the scope of interest beyond strictly ADP matters it is all the more important that we have a clear definition and understanding of exactly what we intend to deal with.

3. Paragraph 2 seems directed toward strengthening the PPB function rather than the coordination and management of ADP matters. The Director, PPB is given the basic management responsibility with the limited caveat that he will "involve the IPC's" at his discretion. This is not acceptable, nor is it consistent with the intent of this whole exercise as I understand it.

4. Paragraph 3b of the draft is opposite to a suggestion I offered in an earlier paper. I don't see that the IP and E Program category serves a useful purpose, but if it does I would think its improvement would come through refinement rather than broadening its scope to include even more ill-defined activities. Perhaps the problem is with the term "information processing" itself. The interest of the Information Processing Coordinators until now has focussed on information processing activities which use, or expect to use, automatic data

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processing equipment, excluding communications automatic switching. Perhaps we should define it that way.

5. Referring to paragraph 3d, I repeat there is no such thing as a five year plan for ADP in the Agency. ADP activities do not exist in a vacuum and they are not self-sustaining. ADP is a method or a tool used in the accomplishment of some operational or management objective. We have a wide variety of operational and management plans and programs in the Agency which use or expect to use ADP equipment in the achievement of their objectives. The most we can hope for by way of a "five year ADP plan" is a collection and compilation into one document of all of the plans and programs which use ADP. Such a compilation represents a significant duplication of effort and before it is undertaken we should have a clear idea of its utility.

6. Paragraph 3e should be deleted. The five projects listed are items of current interest only. Reports about them can be obtained by addressing a request to the Deputy Director responsible for their development. The list of projects of interest is not exhaustive and the interest will wane temporarily in favor of some other list as soon as reports about these five have been reviewed.

7. Attached is a hastily contrived draft of a Headquarters Notice which you might want to consider as an alternative for discussion purposes.

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Information Processing  
Coordinator, DD/S

Attachment

Draft of Headquarters Notice

DDS/SSS/RHW:jms (10 September 1969)

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